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ABSTRACT

The Tex-SIS Follow-up system Employer Follow-up Survey involved four Texas community colleges, providing a statewide composite of employer data on the competency of occupational/technical graduates. The mailing list for prospective survey participants was derived from occupational/technical graduates' responses to a survey conducted in 1975-76. A total of 357 employers, representing 74% of those contacted, returned questionnaires that collected information on employees' personal and technical skills, overall training, and primary hiring sources. On the whole, employers rated occupational/technical graduates as good or very good in personal skills areas, such as accepting responsibility, punctuality, personal initiative, willingness to learn, co-worker and management cooperation, work attendance and attitude, and slightly lower on technical skills such as mathematical skills, organizational ability and communication skills. The overall rating of students' training was good. Employers generally felt that graduates were better prepared than those without college training and that college training added to graduates' ability for job placement and advancement. Of graduate/employees, 64% had applied for jobs on their own initiative, and 14% through college faculty and college placement offices. (TR)

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ED156241

Tex-SIS FOLLOW-UP

POSTSECONDARY
Student Follow-up
Management Information System

Monograph 8

Employer Follow-up
Data Summary – 1976-77

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JC 780 336

This monograph is documented by the staff of the Tex-SIS Follow-up System. The Tex-SIS Follow-up System is supported by funds from the Department of Occupational and Technical Education, Texas Education Agency, Austin, Texas 78701.

February 1978

COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964; TITLE IX OF THE EDUCATION AMENDMENTS OF 1972; AND THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) non-discrimination in extracurricular activities and the use of school facilities;

(4) non-discriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, national origin, or sex;

(6) non-discriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act and/or Title IX of the Education Amendments of 1972 is found, the findings are reported to the Office for Civil Rights, Department of Health, Education and Welfare.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

PREFACE

This monograph is part of a series of publications designed to disseminate data produced by the Tex-SIS Follow-up system. The system, designed by Tarrant County Junior College, Fort Worth, Texas is currently in use on a statewide basis among the various postsecondary institutions in Texas. A total of fourteen different questionnaires are available for utilization by the colleges on a discretionary basis. These questionnaires, in addition to system implementation procedures are contained within follow-up Manuals, which are being used by the colleges to conduct their surveys. These Manuals were distributed statewide in August of 1976.

Since individual surveys are conducted on a local basis with many of the colleges utilizing the same questionnaire, comparisons of "local" data with "State" data are facilitated. For this reason, the report formats contained within this monograph have been specifically designed to allow such comparisons to be made. Colleges are encouraged to enter their own individual data in the appropriate locations on the data pages and then reproduce the information for local dissemination. A blank report format page found toward the end of this monograph can be used to report data by categories other than those included in this document (i.e., individual program areas, special populations, etc.). A copy of the questionnaire used for the 1976-77 Employer study can also be found toward the end of this monograph.

Two of the Employer surveys were conducted using two mailouts each. The remaining surveys were conducted with three mailouts. Four colleges were involved in the statewide composite of employer data. The mailing list of employers was derived from occupational/technical graduate's responses to a previously conducted first year survey of 1975-76 graduates.

After the surveys were completed, Tarrant County Junior College monitored, keypunched, processed, and returned (with the data analysis printouts) the questionnaires to the college for local interpretation. At the appropriate time, all of the keypunched cards were loaded for a "State" composite analysis, thereby producing the data included in this monograph.

A total of 357 Employer questionnaires were processed from surveys conducted during the 1976-77 school year. It should be understood that the data represents a large amount of effort provided on a volunteer basis by liaison personnel in the four involved colleges. Because the data produced as a part of the Tex-SIS Follow-up system is treated in a confidential manner, the names of these individuals and their participating colleges are not provided.

The number of colleges, categorized by initial population, number of responses, and response rate, can be found below:

College	Initial Population	Response	Response Rate
1	187	158	84.5%
2	56	41	73.2%
3	84	71	84.5%
4	162	87	53.7%

The average response rate for the 1976-77 employer was 74%. Study highlights, in addition to the actual data produced, can be found on the following pages. For more information pertaining to this study or the Tex-SIS Follow-up System, please contact the Department of Occupational Educational and Technology, Texas Education Agency, Austin, Texas 78701.

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CONTENTS

Page No.

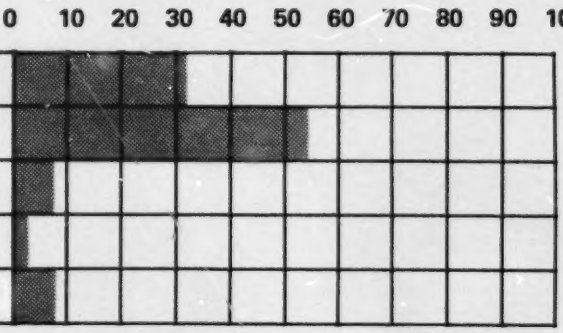
I. Compliance ii
II. Preface iii
III. State Board of Education v
IV. Contents vi
V. Study Highlights vii
VI. 1976-77 Data Summaries
A. Occupational/Technical Majors 1
B. Blank Format Pages 8
VII. Employer Questionnaire 15

STUDY HIGHLIGHTS

Tex-SIS Follow-up System
1976-77 Employer Data Summary

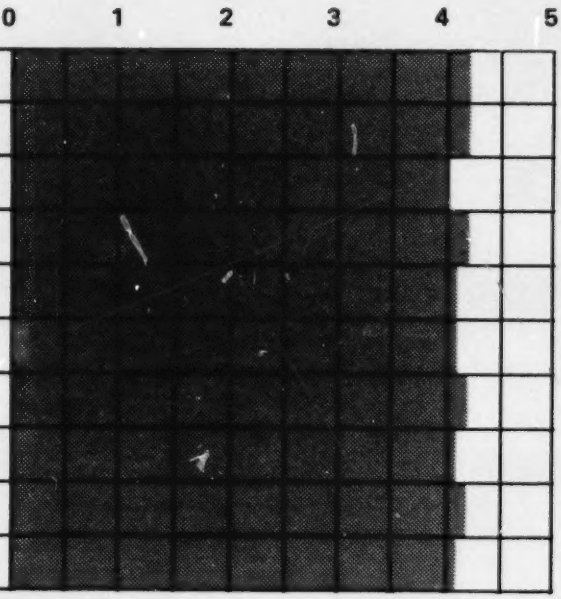
M8.1 RELATIONSHIP WITH GRADUATE

N		%
105	Employer	31%
181	Supervisor	53%
25	Personnel staff	7%
5	Co-worker	2%
28	Other	8%



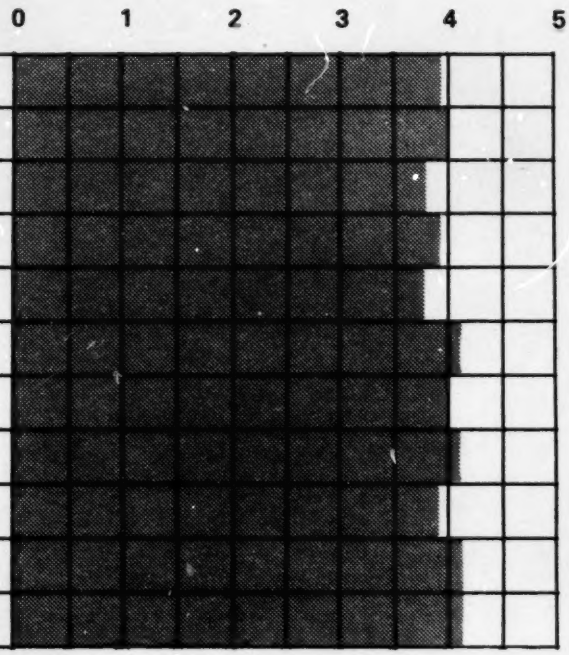
M8.2 RATING OF PERSONAL SKILL AREAS

N	R
Accepting Responsibility	4.2
Punctuality	4.2
Personal initiative	4.0
Willingness to learn	4.2
Co-worker cooperation	4.1
Management cooperation	4.1
Work attendance	4.2
Work attitude	4.1
Personal appearance	4.2
Compliance with policies	4.1



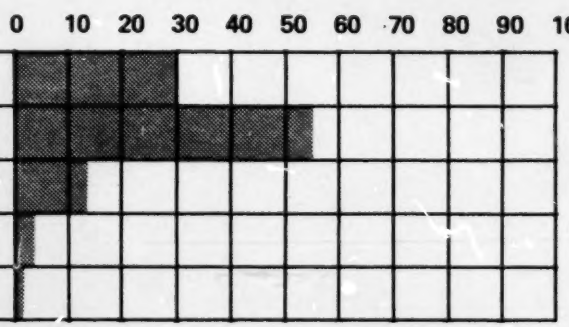
M8.3 RATING OF TECHNICAL SKILL AREAS

	R
Mathematical skills	3.9
Technical knowledge	4.0
Organizational ability	3.8
Communication skills	3.9
Problem solving skills	3.8
Work quality	4.1
Work quantity	4.0
Manual dexterity	4.1
Meeting the public	3.9
Following instructions	4.1
Operation of equipment	4.1



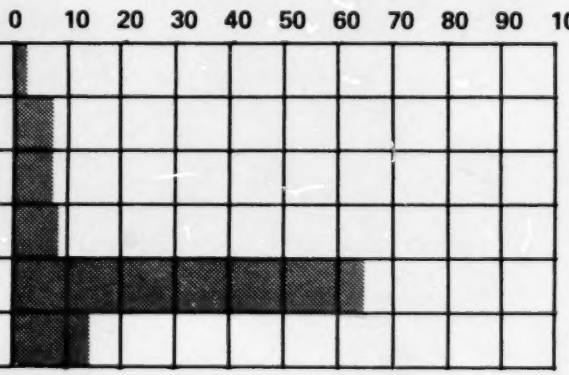
M8.4 OVERALL RATING OF TRAINING

N		%
100	Very good	30%
177	Good	54%
42	Neutral	13%
9	Poor	3%
1	Very poor	1%



M8.5 PRIMARY HIRING SOURCE

N		%
6	Employment Agency	2%
21	College faculty member	7%
22	College job placement office	7%
25	Mutual acquaintance	8%
207	Applicant applied on own initiative	64%
41	Other	13%



1. Is the job title and status of the above graduate accurate?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
86%		Yes		294
14%		No		48

2. What is your relationship with the above graduate?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
31%		Employer		105
53%		Supervisor		181
7%		Personnel staff		25
2%		Co-worker		5
8%		Other (describe)		28

3. Please rate the training received by the graduate in the following *personal* skill areas. Please respond only to those areas you feel are appropriate.

OCCUPATIONAL/TECHNICAL MAJORS

a. Accepting responsibility – 4.2 Average Rating

State %	Local %		Local N	State N
40%		Very good		127
46%		Good		145
11%		Neutral		34
4%		Poor		12
0%		Very poor		0

b. Punctuality – 4.2 Average Rating

43%		Very good		133
41%		Good		126
13%		Neutral		40
4%		Poor		11
<1%		Very poor		1

OCCUPATIONAL/TECHNICAL MAJORS

c. Personal initiative – 4.0 Average Rating

State %	Local %		Local N	State N
33%		Very good		105
47%		Good		149
14%		Neutral		44
5%		Poor		16
<1%		Very poor		1

d. Willingness to learn – 4.2 Average Rating

45%		Very good		141
42%		Good		134
10%		Neutral		31
4%		Poor		11
0%		Very poor		0

e. Co-worker cooperation – 4.1 Average Rating

38%		Very good		118
46%		Good		144
13%		Neutral		41
3%		Poor		9
0%		Very poor		0

f. Management cooperation – 4.1 Average Rating

32%		Very good		95
51%		Good		151
12%		Neutral		34
5%		Poor		14
<1%		Very poor		1

g. Work attendance – 4.2 Average Rating

46%		Very good		144
42%		Good		130
8%		Neutral		25
3%		Poor		10
<1%		Very poor		2

OCCUPATIONAL/TECHNICAL MAJORS

h. Work attitude – 4.1 Average Rating

State %	Local %		Local N	State N
40%		Very good		125
43%		Good		133
14%		Neutral		44
4%		Poor		11
0%		Very poor		0

i. Personal appearance – 4.2 Average Rating

37%		Very good		117
49%		Good		153
12%		Neutral		37
2%		Poor		6
0%		Very poor		0

j. Compliance with policies – 4.1 Average Rating

30%		Very good		112
51%		Good		160
10%		Neutral		30
3%		Poor		10
0%		Very poor		0

Total State Personal Skills rating = 4.1

Total State Personal Skills rating =

4. Please rate the training received by the graduate in the following *technical* skill areas. Please respond only to those areas you feel are applicable to the occupational area.

a. Mathematical skills – 3.9 Average Rating

State %	Local %		Local N	State N
19%		Very good		41
58%		Good		126
20%		Neutral		44
3%		Poor		7
0%		Very poor		0

OCCUPATIONAL/TECHNICAL MAJORS

b. Technical knowledge – 4.0 Average Rating

State %	Local %		Local N	State N
30%		Very good		86
52%		Good		148
14%		Neutral		40
3%		Poor		9
0%		Very poor		0

c. Organizational ability – 3.8 Average Rating

21%		Very good		61
51%		Good		149
23%		Neutral		68
4%		Poor		11
<1%		Very poor		1

d. Communication skills – 3.9 Average Rating

23%		Very good		65
52%		Good		149
21%		Neutral		60
4%		Poor		11
0%		Very poor		0

e. Problem solving skills – 3.8 Average Rating

20%		Very good		55
55%		Good		156
20%		Neutral		55
5%		Poor		15
<1%		Very poor		1

f. Work quality – 4.1 Average Rating

33%		Very good		104
52%		Good		163
13%		Neutral		42
2%		Poor		5
0%		Very poor		0

g. Work quantity – 4.0 Average Rating

33%		Very good		100
47%		Good		143
18%		Neutral		54
3%		Poor		8
0%		Very poor		0

OCCUPATIONAL/TECHNICAL MAJORS

h. Manual dexterity – 4.1 Average Rating

State %	Local %		Local N	State N
29%		Very good		72
54%		Good		134
15%		Neutral		36
2%		Poor		5
0%		Very poor		0

i. Meeting the public – 3.9 Average Rating

26%		Very good		73
47%		Good		132
24%		Neutral		67
3%		Poor		9
0%		Very poor		0

j. Following instructions – 4.1 Average Rating

32%		Very good		99
53%		Good		163
13%		Neutral		39
3%		Poor		9
0%		Very poor		0

k. Operation of equipment – 4.1 Average Rating

30%		Very good		82
57%		Good		157
11%		Neutral		31
2%		Poor		5
0%		Very poor		0

Total State Technical Skills Rating = 4.0
Total State Technical Skills Rating =

5. What is your *overall* rating of the training received by the graduate as it relates to the requirements of his or her job?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
30%		Very good		100
54%		Good		177
13%		Neutral		42
3%		Poor		9
1%		Very poor		1

State Overall Rating = 4.1
Local Overall Rating =

6. What, in your opinion, is the job outlook for program graduates of this particular occupational field?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %	Present	Local N	State N
41%		Very good		129
47%		Good		150
10%		Neutral		33
2%		Poor		6
0%		Very poor		0

State Present Job Outlook Rating = 4.2
Local Present Job Outlook Rating =

		Future		
43%		Very good		136
44%		Good		139
12%		Neutral		39
<1%		Poor		1
0%		Very poor		0

State Future Job Outlook Rating = 4.3
Local Future Job Outlook Rating =

7. As a result of the graduate's college training, how would you rate his or her preparation in relation to other employees without such college training?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
24%		No basis for opinion		78
61%		Graduate is better prepared		200
12%		Both are about the same		39
3%		Graduate is less prepared		11

8. To what extent, if any, has the graduate's college training added to his or her ability for job placement and advancement?

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
28%		Very much		88
44%		Much		140
22%		Neutral		69
6%		Very little		20
<1%		None		2

Average Rating = 3.9

9. **What was the primary source(s) for the initial hiring of the graduate named?**

OCCUPATIONAL/TECHNICAL MAJORS

State %	Local %		Local N	State N
2%		Employment agency		6
7%		College faculty member		21
7%		College job placement office		22
8%		Mutual acquaintance		25
64%		Applicant applied on own initiative		207
13%		Other (describe)		41

A. **What suggestions do you have for improving the technical and/or personal skills of future graduates?**

THIS QUESTION NOT CENTRALLY PROCESSED

B. **What, in your opinion, are additional areas of training (job titles, skills, etc.) in which our college should become involved?**

THIS QUESTION NOT CENTRALLY PROCESSED

1. **Is the job title and status of the above graduate accurate?**

State %	Local %		Local N	State N
		Yes		
		No		

2. **What is your relationship with the above graduate?**

State %	Local %		Local N	State N
		Employer		
		Supervisor		
		Personnel staff		
		Co-worker		
		Other (describe)		

3. **Please rate the training received by the graduate in the following *personal* skill areas. Please respond only to those areas you feel are appropriate.**

a. Accepting responsibility — 4.2 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

b. Punctuality — 4.2 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

c. Personal initiative – 4.0 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

d. Willingness to learn – 4.2 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

e. Co-worker cooperation – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

f. Management cooperation – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

g. Work attendance – 4.2 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

h. Work attitude – 4.1 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

i. Personal appearance – 4.2 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

j. Compliance with policies – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

Total State Personal Skills rating = ☐

Total State Personal Skills rating = ☐

4. Please rate the training received by the graduate in the following *technical* skill areas. Please respond only to those areas you feel are applicable to the occupational area.

a. Mathematical skills – 3.9 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

b. Technical knowledge – 4.0 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

c. Organizational ability – 3.8 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

d. Communication skills – 3.9 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

e. Problem solving skills – 3.8 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

f. Work quality – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

g. Work quantity – 4.0 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

h. Manual dexterity – 4.1 Average Rating

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

i. Meeting the public – 3.9 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

j. Following instructions – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

k. Operation of equipment – 4.1 Average Rating

		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

Total State Technical Skills Rating = ☐
Total State Technical Skills Rating = ☐

5. What is your *overall* rating of the training received by the graduate as it relates to the requirements of his or her job?

State %	Local %		Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

State Overall Rating = ☐
Local Overall Rating = ☐

6. What, in your opinion, is the job outlook for program graduates of this particular occupational field?

State %	Local %	Present	Local N	State N
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

State Present Job Outlook Rating =
Local Present Job Outlook Rating =

		Future		
		Very good		
		Good		
		Neutral		
		Poor		
		Very poor		

State Future Job Outlook Rating =
Local Future Job Outlook Rating =

7. As a result of the graduate's college training, how would you rate his or her preparation in relation to other employees without such college training?

State %	Local %		Local N	State N
		No basis for opinion		
		Graduate is better prepared		
		Both are about the same		
		Graduate is less prepared		

8. To what extent, if any, has the graduate's college training added to his or her ability for job placement and advancement?

State %	Local %		Local N	State N
		Very much		
		Much		
		Neutral		
		Very little		
		None		

Average Rating =

9. What was the primary source(s) for the initial hiring of the graduate named?

State %	Local %		Local N	State N
		Employment agency		
		College faculty member		
		College job placement office		
		Mutual acquaintance		
		Applicant applied on own initiative		
		Other (describe)		

A. What suggestions do you have for improving the technical and/or personal skills of future graduates?

THIS QUESTION NOT CENTRALLY PROCESSED

B. What, in your opinion, are additional areas of training (job titles, skills, etc.) in which our college should become involved?

THIS QUESTION NOT CENTRALLY PROCESSED

FOS-1-E (EMP) SEM:

FOR COLLEGE USE ONLY

ETHNIC GROUP — SEX

60- 5 American Indian or Alaskan Native
2 Black, not of Hispanic Origin
4 Asian or Pacific Islander
3 Hispanic
1 White, not of Hispanic Origin

59- M Male
F Female

Major Code 34 35 36 37

Course Type Code
62- 1 Coop
2 Non-Coop
3 Preparatory

Completion Date
Mo 16 17 Yr 20 21

Completion Code 81

Target Pop. Code
63- 1 REG
2 DAVT
3 HNCP

Group Code
33- A O/T
B UT
C OTH
D A/CE

Level Code
64- 2 Postsecondary
3 Adult

SPECIAL CODE 57

FOR COLLEGE USE ONLY

PROJECT FOLLOW-UP

Please make corrections to the information above if necessary.

GRADUATE'S NAME _____

JOB TITLE _____

PROGRAM MAJOR _____

EMPLOYER (COMPANY NAME - INSTITUTION - ORGANIZATION, ETC.)

1 Is the job title and status of the above graduate accurate?

34- 1 Yes
2 No; IF NO, please describe change(s) below.

2 What is your relationship with the above graduate?

35-1 Employer
36-1 Supervisor
37-1 Personnel staff
38-1 Co-worker
39-1 Other (describe) _____

OVER PLEASE!

3 Please rate the training received by the graduate in the following personal skill areas. Please respond only to those areas you feel are appropriate.

Do not write in this column.

	Very Good 1	Good 2	Neutral 3	Poor 4	Very Poor 5
a. Accepting responsibility (40)	☐	☐	☐	☐	☐
b. Punctuality (41)	☐	☐	☐	☐	☐
c. Personal initiative (42)	☐	☐	☐	☐	☐
d. Willingness to learn (43)	☐	☐	☐	☐	☐
e. Co-worker cooperation (44)	☐	☐	☐	☐	☐
f. Management cooperation (45)	☐	☐	☐	☐	☐
g. Work attendance (46)	☐	☐	☐	☐	☐
h. Work attitude (47)	☐	☐	☐	☐	☐
i. Personal appearance (48)	☐	☐	☐	☐	☐
j. Compliance with policies (49)	☐	☐	☐	☐	☐

4 Please rate the training received by the graduate in the following technical skill areas. Please respond only to those areas you feel are applicable to the occupational area.

	Very Good 1	Good 2	Neutral 3	Poor 4	Very Poor 5
a. Mathematical skills (50)	☐	☐	☐	☐	☐
b. Technical knowledge (51)	☐	☐	☐	☐	☐
c. Organizational ability (52)	☐	☐	☐	☐	☐
d. Communication skills (53)	☐	☐	☐	☐	☐
e. Problem solving skills (54)	☐	☐	☐	☐	☐
f. Work quality (55)	☐	☐	☐	☐	☐
g. Work quantity (56)	☐	☐	☐	☐	☐
h. Manual dexterity (57)	☐	☐	☐	☐	☐
i. Meeting the public (58)	☐	☐	☐	☐	☐
j. Following instructions (59)	☐	☐	☐	☐	☐
k. Operation of equipment (60)	☐	☐	☐	☐	☐

5 What is your overall rating of the training received by the graduate as it relates to the requirements of his or her job?

(61)
1. ☐ Very good
2. ☐ Good
3. ☐ Neutral
4. ☐ Poor
5. ☐ Very poor

6 What, in your opinion, is the job outlook for program graduates of this particular occupational field?

Do not write in this col. 6a.

Present		Future
1 ☐	Very good	1 ☐
2 ☐	Good	2 ☐
(62) 3 ☐	Neutral	(63) 3 ☐
4 ☐	Poor	4 ☐
5 ☐	Very poor	5 ☐

7 As a result of the graduate's college training, how would you rate his or her preparation in relation to other employees without such college training?

(64-1) ☐ No basis for opinion
(65-1) ☐ Graduate is better prepared
(66-1) ☐ Both are about the same
(67-1) ☐ Graduate is less prepared

8 To what extent, if any, has the graduate's college training added to his or her ability for job placement and advancement?

(68)
1. ☐ Very much
2. ☐ Much
3. ☐ Neutral
4. ☐ Very little
5. ☐ None

9 What was the primary source(s) for the initial hiring of the graduate named?

(69-1) ☐ Employment agency
(70-1) ☐ College faculty member
(71-1) ☐ College job placement office
(72-1) ☐ Mutual acquaintance
(73-1) ☐ Applicant applied on own initiative
(74-1) ☐ Other (describe)_____

_____

_____

_____

A What suggestions do you have for improving the technical and/or personal skills of future graduates?

B What, in your opinion, are additional areas of training (job titles, skills, etc.) in which our college should become involved?

EMP

THANK YOU FOR ASSISTING US IN OUR SURVEY! PLEASE RETURN THIS FORM IN THE PRE-PAID ENVELOPE AS SOON AS POSSIBLE!

UNIVERSITY OF CALIF.
LOS ANGELES

JUL 28 1978

CLEARINGHOUSE FOR
JUNIOR COLLEGES